



## Lamar University – M.Ed. in Educational Technology Leadership

### Field-based Activities Monthly Report: Log

**Instructions:** Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

<b>Date:</b> <u>May 2011</u>		<b>Total Internship hours at the start of the month:</b>		<b>0</b>
<b>Week</b>	<b>Functions</b>	<b>Description</b>	<b>Hrs</b>	
<b>3</b>	<b>Week's Activities</b>	<b>1.Configured computers in labs for online statewide end of course assessment.</b>	<b>4</b>	
		<b>Network side configuration to enable proxy cache process.</b>		
		<b>Add updated version of TestNav software to HSCLab computers (38)</b>	<b>3</b>	
		<b>Login as preassigned test user, load testnav url, make sure @ connected – evening before.</b>		
	<b>Standard/Indicator</b>	<b>Day of- arrive early, turn on all machines, login as test user, exit all av applications, launch browsers, instruct students about the process, read the approved instructions from the Test book, administer the online test (8:30am), troubleshoot 5 machines that exited testing program during test, got those machines going again. All students finished by 11:30 am. Undo configuration of computers to normal status.</b>	<b>8</b>	
		<b>2.Reviewed resources for purchasing Microsoft license renewals and the purchase of Digital security certificates for network servers. The new Microsoft licensing price reduction will save about \$5000 enabling the district to purchase (5) refurbished computers for the elementary computer lab, new UPS's or batteries for existing UPS's in MDF, and digital certificates among other things.</b>	<b>8</b>	
<b>3</b>	<b>Communication with Site Mentor</b>	<b>1.Communicated configuration schedule, delays, readiness, completion, and return to normal configuration of all 23 computers in High School Computer Lab, Room 18.</b>	<b>.25</b>	
		<b>2.Reviewed pricing with superintendent, and vendor providers. Confirmed OK to make purchases based upon pricing attained according to district purchasing policies and previously established relationships. Created P.O.s, turned in, received approval, processed orders according to vendor specifications.</b>	<b>See above</b>	
<b>3</b>	<b>Week's Activities</b>	<b>Created a sample end of year Gifted and Talented(GT) Questionnaire for the elementary GT teacher.</b>	<b>.75</b>	
	<b>Standard/Indicator</b>	<b>TL.III.B-D</b>		

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	Communication with Site Mentor	Notified Superintendent that new tool for student assessment of program effectiveness in place.	<b>.10</b>
<b>4</b>	Week's Activities	Instructed the teacher how to edit the sample to make her own questionnaire. Instructed the elementary GT teacher and students how to access and answer the questionnaire. Instructed GT teacher where to review her results.	<b>.50</b>
	Standard/Indicator	TL.1B, TL.IIIB.,C., &D, TL-V.D.	
	Communication with Site Mentor	Notified teacher is satisfied with new tool and seems excited about possibility of utilizing the moodle to create classroom GT learning extensions that do not require students to miss other instruction.	<b>.15</b>
<b>4</b>	Week's Activities	Configured confidential restrictions on faculty member's email account/ then undid it.	<b>.15</b>
	Standard/Indicator	TL-VI-A.	
	Communication with Site Mentor	Principal request with Superintendent's approval	
<b>4</b>	Week's Activities	Reviewed pricing for (5) printers and hard drives for administrative staff and the high school computer lab windows 7 deployment, respectively. Requested and completed PO's. Turned in PO's for approval. Installed and configured (4) printers when they arrived and it was convenient for administrators. The 5 <sup>th</sup> printer was diagnosed as broken upon arrival, I had to request an RMA from the vendor, process the paperwork, prepare the broken printer for shipment, and await the arrival of the replacement printer.	<b>4</b>
	Standard/Indicator	TL.VIIB.2a	
	Communication with Site Mentor	Reviewed with superintendent, she approved.	<b>.10</b>
<b>Hours worked this month:</b>			<b>29</b>
<b>Total Internship hours to date including this month:</b>			<b>29</b>